



CITY OF HAYWARD

AGENDA REPORT

AGENDA DATE 07/25/06

AGENDA ITEM 10

WORK SESSION ITEM _____

TO: Mayor and City Council

FROM: City Clerk

SUBJECT: Confirm List of Candidates to be Interviewed on July 27 to Fill Council Vacancy,
and Confirm the Interview and Appointment Process

RECOMMENDATION:

It is recommended that the City Council confirm the list of candidates to be interviewed and confirm the interview and appointment process to fill the City Council vacancy.

BACKGROUND:

In a Special City Council Meeting held on Thursday, July 13, Council voted to implement the appointment process to fill the existing City Council vacancy. On Friday, July 14, applicant information, an application form and questionnaire were produced and made available in the City Clerk's office, as well as on the City's website. Thursday, July 20, 5:00 p.m., was established as the deadline for applications. A notice regarding the vacancy and the application process was published in the Daily Review on Saturday, July 15.

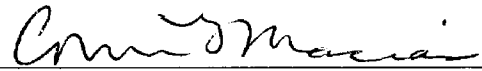
The applications were compiled and a nomination sheet were provided to each Council Member on Friday, July 21, indicating that the nomination sheet needed to be returned to the City Clerk's Office no later than 5:00 p.m., on Monday, July 24. The nomination sheet includes space for the names of up to five (5) candidates, submitted by each Council Member. From this information, a matrix will be compiled. Due to time constraints, the matrix will be provided under separate cover and delivered to Council Members on Monday evening, July 24.

At the July 13 Special City Council Meeting, the Council agreed to interview those candidates receiving a minimum of three votes. It also indicated that a minimum of three candidates would be interviewed, but did not establish a maximum number to interview.

In the past, Council interviews were set at 30-minute televised interviews, commencing with the candidate giving a three minute presentation explaining his/her interest in the appointment, followed by questions from each Council Member. The Council is asked to indicate if it wants to establish time limits, and if it desires to have a standard set of questions developed.


Upon conclusion of the interview process, Council will vote and, assuming an appointee is selected, the City Clerk can administer the Oath of Office.

Prepared by:



Connie G. Macias, Acting City Clerk

Approved by:



Jesús Armas, City Manager